

7-24-1918

## Board of Trustees Meeting Minutes 1918-07-24

Bowling Green State University

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## Proceedings, Trustees Bowling Green Normal College

June 20

191 8

Moved by Reynolds and seconded by Shatzel that the pay rolls, claims, and expense accounts submitted by Dr. Williams be allowed and that the same be paid from the funds provided for payment of same, fund designation to be made by Dr. Williams. Voting aye: Ganz, Reynolds, Shatzel. Nays, none. Motion declared carried.

Meeting adjourned to meet on call of President Ganz.

Attest: J. Shatzel Secretary

E. H. Ganz President

Bowling Green, Ohio July 24, 1918

Minutes of meeting of the Board of Trustees of Bowling Green State Normal College held in the administrative office of the Board, on Wednesday, July 24th, 1918.

Members present: President E. H. Ganz, Vice Pres. J. E. Collins, Treasurer F. E. Reynolds, Secretary J. E. Shatzel and newly appointed member D. C. Brown. President of the College, Dr. H. B. Williams and Contractor Steinle also in attendance.

Minutes of previous meeting read and approved.

Dr. Williams reported the collection of the following sums of money, to wit: Farm receipts for June, 1918, \$165.51; rent from Mr. Albaugh, \$15.00; sale of 5000 pounds of paper, \$12.50, a total of \$193.01, and that same had been turned to Treasurer Reynolds and his receipt taken therefor.

Dr. Williams submitted for the records a statement in writing of the moneys remitted by this institution to the Treasurer of State within the year ending June 30th, 1918, which was as follows, to wit:

BOWLING GREEN STATE NORMAL COLLEGE  
RECEIPTS REMITTED TO THE TREASURER OF STATE  
JULY 1, 1917 TO JUNE 30, 1918

<u>Sales</u>				
	Farm Products		\$1517.56	
	Misc.			
	Old Paper	\$8.50		
	Cinders	<u>13.25</u>	<u>21.75</u>	\$1539.31
<u>Service Payments</u>				
	Laboratory Fees - Agriculture	4.50		
	Home Econ.	115.00		
	Ind. Arts	244.00		
	Music	24.00		
	Bacteriology	3.00		
	Chemistry	56.00		
	Physics	18.00		
	Per capita Tuition for children in Tr. School from B. G. Board of Education	<u>3166.88</u>	<u>3631.38</u>	3631.38
<u>Capital Income</u>				
	Interest on tuition from B.G. School Board		37.71	
	Rentals - A. Simmons	105.00		
	A.C. Albaugh	<u>165.00</u>	<u>270.00</u>	307.71
<u>Refund -</u>				
	Refund on freight	.62		
	" U.S. Bureau of Pub.	<u>.10</u>	<u>.72</u>	<u>.72</u>
			<u>Total -</u>	<u>\$5479.12</u>

Dr. Williams presented the following receipt from the Treasurer of State covering moneys paid into the State Treasury by Treasurer Reynolds, to wit:-



## DEPARTMENT OF TREASURER OF STATE

Columbus, Ohio June 22, 1918 No. 3032

To the Payer:

Bowling Green State Normal College has paid into the State Treasury  
GENERAL REVENUE FUND \$533.13  
Five hundred thirty-three and 13/100 Dollars  
 collected from sources detailed in the above account.

Wm. I. Hiler Cashier  
 For Treasurer of State

Dr. Williams presented the following nomination, to wit:

STATE NORMAL COLLEGE  
 Bowling Green, Ohio July 24, 1918

To the President and Members of the  
 Board of Trustees

Gentlemen:-

I hereby appoint subject to your confirmation  
 Mr. Glen P. Vinson as Financial Clerk, appointment  
 effective June 10th, 1918, at a salary of \$1500.00, and  
 for a term ending June 30th, 1919. The appointment is  
 to be exempt from Civil Service regulations.

Very truly yours,

H. B. Williams

Moved by Reynolds and seconded by Shatzel that said nomination be approved and confirmed.  
 All members voted aye on roll call and motion declared carried.

Dr. Williams made the following nominations of a teaching staff for 3rd Summer Term  
 of 1918, to wit:-

July 23, 1918

To the President and Members of the  
 Board of Trustees

Gentlemen:

I hereby nominate the following teaching staff for the  
 Third Summer Session beginning July 22nd and continuing five  
 weeks six days a week:-

G. W. Beattie	\$300.00
F. G. Beyermann	270.00
C. J. Biery	300.00
C. E. Douglass	300.00
A. W. Grissom	200.00
W. P. Holt	300.00
S. A. Kurtz	202.50
R. V. Long	300.00
J. H. R. Moore	250.00
J. R. Overman	300.00
C. E. Rogers	250.00
E. G. Walker	250.00
	<u>\$3222.50</u>

In respect to the salary of Dean E. G. Walker, I wish to state that he was appointed for the academic year of 1917-18 at a salary of \$2750.00 for twelve months. At the time the appointment was made it was not known that we should have a Third Session of the Summer Term. The maximum salary of instructors for the academic year of 1917-18 was \$2100.00 and under ordinary conditions an instructor whose salary was \$2100.00 would earn \$300.00 in the regular summer term, making the salary for the year \$2400.00. On this basis the Dean would receive \$350.00 over that of a regular instructor who is on the maximum salary of \$2100.00. This year several instructors who receive \$2100.00 for the regular year are also receiving \$300.00 for the Second Summer Session and \$300.00 for the Third Summer Session, making their total salaries for the year \$2700.00. In case no re-adjustment of the salary of the Dean should be made he would be receiving only \$50.00 for the administrative work with which he is charged. In view of the fact that he is assigned three-fourths of the full teaching load for the Third Summer Session along with his administrative work, I think it fair and just to allow him extra compensation of \$250.00, to be paid out of the appropriation for the Summer School, in addition to his annual salary of \$2750.00, making his total compensation for the year \$3000.00.

Very truly yours,

HBW/MG

H.B. Williams, President of College



## Proceedings, Trustees Bowling Green Normal College

July 24

1918

Moved by Collins and seconded by Reynolds that said nominations be approved and confirmed. Voting aye: Ganz, Collins, Reynolds, Brown, Shatzel. Nays, none. Motion declared carried.

Dr. Williams presented the following schedule of salaries, as fixed by the Controlling Board of Ohio, to wit:-

President	\$4300.00
Dean	2750.00
Financial Clerk	1500.00
Clerk	800.00
Janitor	720.00
Supt. Buildings & Grounds	900.00
Chief Engineer	1080.00
Licensed Fireman	840.00
Two Extension Instructors	4000.00
1 at \$2000.00	
1 at 1750.00	
	<u>3750.00</u>
Surplus	250.00
Other Instructors & Employees	59410.00

Dr. Williams presented for action of the Board the following pay-rolls, to wit:-

## Instructors' Payroll for month ending July 31, 1918

H. B. Williams	President	1 mo.	\$358.33
E. G. Walker	Dean	1 "	229.16
Marie E. Simpson	Librarian	1 "	100.00
Rosa M. Wensinger	Asst. Librarian	1 "	76.19
G. W. Beattie	Instructor	1 "	200.00
F. G. Beyermann	"	1 "	180.00
C. J. Biery	"	1 "	200.00
Mary T. Chapin	"	1 "	155.00
Allan W. Grissom	"	1 "	133.34
Wm. P. Holt	"	1 "	200.00
Ruth McConn	"	1 "	115.00
E. L. Moseley	"	1 "	200.00
J. R. Overman	"	1 "	200.00
C. E. Douglass	"	1 "	200.00
L. L. Winslow	"	1 "	200.00
J. W. Zeller	"	1 "	200.00
W. L. Spencer	"	1 "	200.00
Harriett Z. Campbell	" Inst.	1 "	175.00
Effie Alexander	Crit. Tch. & Pt. Time	1 "	116.67
Maude Cottingham	" " " " "	1 "	116.67
Ella Holley	" " " " "	1 "	116.67
Lucy Meacham	" " " " "	1 "	116.67
Laura Mangert	" " " " "	1 "	91.67
Mary C. Dearborn	" " " " "	1 "	116.67
Albert Bellingham	Instructor	1 "	200.00
Ione Breese	" (Pt. time)	1 "	26.67
J. S. Mendenhall	"	1 "	133.34
R. A. Cummins	"	1 "	200.00
R. E. Offenhauer	"	1 "	200.00
Marie Dickore	"	1 "	100.00
Mrs. Grace Walker	"	1 "	140.00
B. G. Grim	"	1 "	133.34
H. H. Helter	"	1 "	200.00
Margaret Lehmann	"	1 "	150.00
J. H. R. Moore	"	1 "	166.67
Dr. H. J. Powell	"	1 "	150.00
C. E. Rogers	"	1 "	166.67
Helen Waugh	"	1 "	53.34
H. E. Hall	"	1 "	200.00
C. D. Brillhart	"	1 "	126.00
			<u>\$6343.07</u>

## Employees' Payroll for month ending July 31, 1918

G. P. Vinson	Financial Clerk	1 mo.	\$125.00
Marion Griffith	Clerk	1 "	66.66
A. C. Albaugh	Chief Engineer	1 "	90.00
John Meyers	Janitor	1 "	60.00
LaVergne Ellsworth	Stenographer	1 "	60.00
M. O. Campbell	Engineer	1 "	75.00
Wm. E. Frost	Janitor	1 "	20.00
Oscar Richards	Farmer	1 "	60.00
Mrs. Allen Martin	Janitress	20 1/2 hrs. 1.60	32.80
Frank VanCamp	Farm Laborer	165 1/2 hrs. .30	49.65
Archie Campbell	"	125 " .15	18.75
Homer Bowen	Stud. Asst. Farm	50 " .10	5.00
H. E. Brown	" " "	10 " .25	2.50
Dewey C. Towe	" " "	10 " .25	2.50
Anna Waymire	" " -Library	33 1/2 " .15	5.06
Fairy Garvin	" " "	62 " 35min. .15	9.39
Tessie Gans	" " "	56 " .15	8.40
Florine Smith	" " "	54 " 20 " .15	8.15



Alma Lattin	Stud. Asst.-Library	11 hrs. 35 min.	.15	\$1.74
Mary Helen Case	" " "	17 "	.15	2.55
Lois Crawford	" " "	9 " 5 "	.15	1.37
Mabel Harris	" " "	36 " 15 "	.15	5.44
Beulah Jarrard	" " "	44 "	.15	6.60
Inga Nielsen	" " Registration	6 "	.15	.90
Marcellus Walker	" " "	22 "	.15	3.30
Corynne Monroe	" " Home Econ.	28 "	.15	4.20
				<u>\$724.96</u>

Dr. Williams presented for action of the Board the following claims and expense accounts, to wit:-

<u>C-2</u>			
Royce & Coon Grain Co., City	Bran and middlings		\$40.20
<u>C-3</u>			
The C. Reiss Coal Co., Sheboygan, Wis.	Coal		190.69
<u>C-4</u>			
Hopper Hardware Co., City	Twine		.40
Remington Typewriter Co., Toledo	Typewriter ribbons		36.00
Wendt & Rausch Co., Toledo	Mimeograph supplies		29.00
<u>C-8</u>			
College Farm, City	Milk and vegetables		1.58
Lehmann Bros., City	Meat		4.24
English Bros. & Co., City	Groceries		3.54
Maas Bros., City	"		4.67
Hopper Hardware Co., City	Twine for Library		.60
Hopper Hardware Co., City	Screws, bolts, etc.		14.35
E. M. Butler, City	Rubber bands & adhesive tape		1.30
<u>C-9</u>			
Wilson Livery & Transfer, City	Fertilizer		5.33
Royce & Coon Grain Co., City	Inoculation for peas & beans		3.00
Royce & Coon Grain Co., City	Alfalfa & millet		11.25
<u>C-11</u>			
A. Froney & Co., City	Bunting		6.19
National Builders Co., Cleveland	Floor Hardener		146.25
<u>E-8-Library</u>			
Scott, Foresman & Co., Chicago	Books		10.38
<u>E-8-Other</u>			
Library of Congress, Washington, D.C.	Catalog cards		65.00
Denoyer-Geppert Co., Chicago	Map		1.00
Central Scientific Co., Chicago	Percolation Apparatus		23.00
Denoyer-Geppert Co., Chicago	Maps		10.00
<u>F-1</u>			
Eberbach & Son Co., Ann Arbor, Mich.	Repairing Ammeter		7.20
<u>F-6</u>			
T. & O. C. Ry. Co., City	Freight		2.75
J. E. Collins, Lima	Exp. Account		10.55
J. E. Shatzel, City	Exp. Account		5.30
<u>F-7</u>			
Receivers, Central Union Tel. Co., City	Tel. service for July		4.50
Wood County Tel. Co., City	Tel. service for July		3.50
<u>F-9</u>			
The Sentinel-Tribune, City	Emergency printing		22.50
<u>Estimates</u>			
<u>G-3-Grading, walks, etc.</u>			
Finch Engineering Co., City	Estimate #5		1876 .27
<u>G-2-Training School</u>			
Steinle Construction Co., Fremont	Estimate #14		6756.40

Moved by Reynolds and seconded by Shatzel that the pay-rolls, claims and expense accounts presented by Dr. Williams be allowed and paid from funds provided for payment of same, fund designation to be made by Dr. Williams. Voting aye: Ganz, Collins, Reynolds, Brown, Shatzel. Nays, none. Motion declared carried.

Estimate #14 in favor of the Steinle Construction Co., amounting to \$6657.40, duly certified by the architects, Howard and Merriam, and Estimate #5 in favor of The Finch Engineering Co., amounting to \$1781.27, duly certified by landscape architect Louis Brandt, were presented for allowance.

Moved by Collins and seconded by Brown that these estimates be allowed on recommendation of the architects, subject to checking by Dr. Williams, and paid from the funds provided



## Proceedings, Trustees Bowling Green Normal College

August 17

1918

for payment of same, fund designation to be made by Dr. Williams. Voting aye: Ganz, Collins, Reynolds, Brown, Shatzel absent and not voting. Motion declared carried.

Meeting adjourned to re-convene on call of President.

Attest:

J. E. Shatzel  
Secretary

E. H. Ganz  
President

Bowling Green, Ohio, Aug. 17, 1918

Minutes of meeting of Board of Trustees of Bowling Green State Normal College, held in the administrative office of the Board, on Saturday, August 17th, 1918, convening at 10 o'clock, A. M.

Present: President E. H. Ganz, Vice President J. E. Collins, Treasurer F. E. Reynolds, and Secretary J. E. Shatzel. Absent, D. C. Brown. President of the College, Dr. H. B. Williams, Herbert Edwards, representing Howard & Merriam, and Louis Brandt also present.

President Ganz presented his commission of reappointment to membership on the Board, the same being under date of July 11th, 1918, and designating a term of five (5) years, said term expiring May 17th, 1923.

Minutes of previous meeting read and approved.

Dr. Williams reported the collection of the following sums of money, to-wit: From A. C. Albaugh, rent for July, \$15.00; Farm Sales, \$231.21; a total of \$246.21, and that same had been paid to Treasurer Reynolds and his receipt taken therefore.

Dr. Williams presented tentative draft of a contract in contemplation between this Board of Trustees and the Board of Education of the City of Bowling Green, Ohio, in the language following, to-wit:-

MEMORANDUM OF AGREEMENT BETWEEN THE BOARD OF EDUCATION OF THE  
CITY OF BOWLING GREEN AND THE STATE NORMAL COLLEGE, BOWLING  
GREEN, OHIO

1. That the Board of Education of the City of Bowling Green shall support a high school of the six-year type including the seventh, eighth, ninth, tenth, eleventh, and twelfth grades that shall maintain a liberal course of study for pupils who wish to enter the professions, and business, industrial, agricultural and home economics courses to meet the needs of this environment.
2. That the Board of Education shall maintain adequate accommodations of the most approved type for all children of grades one to six except those enrolled in the Demonstration School situated on the campus of the Bowling Green State Normal College.
3. That the Normal College shall for the school year of 1918-19 maintain a school of grades one to six of the most approved efficiency and at any time that shall be mutually agreed upon add a class or classes not beyond junior high school grade and that the Board of Education shall set off districts which will afford at all times a sufficient number of pupils properly distributed in respect to classification to constitute classes of standard size.
4. That the Board of Education shall pay all regular classroom teachers employed in the said Demonstration School maintained by the Normal College to the extent of the salary schedule in force in other schools of like grade in the city.
5. That a Superintendent of Public Schools shall be employed on the recommendation of the President of the Normal College by the Board of Education. The Board of Education shall pay one-half of the salary of the Superintendent and the Normal College one-half, and each shall be entitled to the one-half of his services.
6. That the Normal College shall pay forty per cent of the salary of a sufficient number, not to exceed five for the school year of 1918-19, of high school teachers and the Board of Education shall pay sixty per cent. These teachers will serve as heads of departments in the high school and as critic teachers for the Normal College. The superintendent of schools shall supervise the practice teaching done by the Normal College in the high school. When in the judgment of the President of the Normal College there should be a special supervisor of practice teaching in the high school, the salary of such supervisor shall be paid by the Normal College.
7. That the Board of Education grants to the Normal College the privilege